

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**EMERGENCY OUTREACH BUREAU
Service Area 4 Administration**

VACANCY ANNOUNCEMENT

SA 4 Contract Liaison - PEI Coordinator (Mental Health Coordinator I)

The Service Area (SA) 4 Contract Liaison / PEI Coordinator provides oversight to ensure provider fidelity and adherence to the Department MHSA PEI Plan as well as fidelity to the model for each Evidence Based Practice (EBP) implemented. The Coordinator monitors the quality and appropriateness of client care delivered by contracted providers, monitors contracted providers compliance to contract requirements, supports contracted providers in fully utilizing their DMH allocated funds within their Maximum Contract Amount, and supports providers adherence to Federal, State and County standards, rules and regulations for certification, documentation and claiming.

Primary Duties

1. Monitor assigned contracted providers delivery of services in compliance to contract requirements
2. Monitor all SA 4 contracted providers implementation of PEI programs to compliance with PEI regulations
3. Review negotiation packages of assigned contracted providers and support production of a complete and accurate negotiation package
4. Initiate, prepare and track Provider File Adjustment Requests, Service Requests and Fund Transfers for contracted agencies
5. Monitor the providers utilization of their allocated funds to MCA
6. Track and inform District Chief of providers' requests for contract changes, of significant programmatic problems or changes, of financial concerns and challenging situations
7. Visit assigned contracted provider program sites yearly to monitor for contract compliance
8. Monitor provider implementation of all required Corrective Action Plans (CAP)
9. Take the initiative to provide contract and program related technical assistance to providers as need as well as technical support on PEI to all SA 4 contracted providers implementing PEI programs
10. Develop a solid knowledge base of contracted providers and maintain an up-to-date data on each regarding service provision, population served, agency's strengths and weakness, current and past financial trends

DESIRABLE QUALIFICATIONS

- Sound judgment
- Strong interpersonal skills and possessing the ability to instruct others
- Strong oral and written communication skills, and skilled in the use of Excel and Word
- Highly organized and detail oriented with ability to prioritize work assignments
- Ability to work independently and as well as a member of a team
- Flexible and able to alter planned work to accommodate changing work demands
- Ability to analyze agency budgets, to identify utilization trends, and to project future utilization
- Knowledgeable on the program implementation with culturally diverse populations/communities

Employees holding the payroll title of Mental Health Services Coordinator I should submit their resume by August 30, 2011 to:

**Edward Vidaurri, LCSW, District Chief
Service Area Administration
550 South Vermont, 10th Floor
Los Angeles, CA 90020
Phone: (213) 738-3765 FAX: (213) 351-2490
evidaurri@dmh.lacounty.gov**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Service Area 4 Administration**

VACANCY ANNOUNCEMENT

SA 4 Outreach and Engagement Coordinator (MHSC II)

The Service Area (SA) 4 Outreach and Engagement Coordinator provides information to the communities in SA 4 on mental health and treatment services available in Los Angeles County. The SA 4 O & E team's focus is on the underserved, unserved, inappropriately serviced, and hard-to-reach ethnic populations. The goal of their work is to partner with faith-based organizations, schools, community-based organizations, and other County Departments in order to reach out to these communities and enable them to access needed services.

Primary Duties

1. Act as Lead Team member on SA 4 Outreach and Engagement Team
2. Establish on going partnership between the Department of Mental Health and the SA 4 ethnic communities, key community representatives, service providers
3. Identify communities groups to schedule and provide educational presentations at meetings, community events and resource fairs on the Department of Mental Health to promote knowledge of and access to mental health services
4. Develop and implement culturally congruent presentations on mental health, indicators of mental illness, and the various types of mental health treatment available
5. Inform community on the Service Area Advisory Council and encourage their participation
6. Bring input from community groups to the Service Area and Countywide planning groups to guide development of culturally and need specific ways to meet the community's mental health concerns
7. Develop new methods to effectively outreach to under represented ethnic communities
8. Participate in SA 4 community and faith based meetings to promote mental health and serve as a conduit for these groups to communicate their interests and concerns to DMH
9. Prepare presentation materials appropriate to each specific group: PowerPoint presentations, sign-in sheet, evaluations, flyers and other materials needed and create. Arrange for translations to the degree possible using countywide resources available.
10. Bill services to MAA or COS and maintain a log of all the contacts and presentations made

Desirable Qualifications

- Sound judgment
- Strong interpersonal skills
- Ability to prioritize work assignments
- Ability to work independently and as a member of a team
- Strong written and oral skills
- Flexibility to alter planned work to accommodate changing demands of work
- Knowledge and practice of safe work practices
- Skilled in the use of Excel, Word, PowerPoint, and Access
- Cultural sensitivity in working with diverse populations

Employees holding the payroll title of Mental Health Services Coordinator II should submit their resume by August 30, 2011 to:

**Edward Vidaurri, LCSW, District Chief
Service Area 4 Administration
550 South Vermont, 10th Floor, Los Angeles, CA 90020
Phone: (213) 738-3765 FAX: (213) 351-2490
evidaurri@dmh.lacounty.gov**